



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 346.2

Job Title: **ASSISTANT DIRECTOR-CONTROLLER'S OFC (EXE**

Pay Grade: 28

### **GENERAL SUMMARY:**

Provides operations oversight, management and technical support in a specific section within a division of the Controller's Office.

### **RESPONSIBILITIES:**

- Supervises multiple sections. Establishes goals and evaluates section's performance. Develops and evaluates subordinates.
- Schedules, supervises and evaluates subordinates' work.
- Reviews, interprets and implements policies/procedures in the assigned operations section.
- Manages specific operational procedures; reviews methodology and recommends more efficient alternatives.
- Performs oversight functions for specified income/expense centers.
- Develops and manages special projects as requested.
- Assists with development and implementation of automated and manual management report systems; reviews systems activity and recommends modifications.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Accounting, Business Administration or a closely related field. Professional certification is preferred.

#### **EXPERIENCE:**

Six years of accounting and/or auditing experience are required.

#### **COMPLEXITY:**

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

#### **IMPACT OF ACTIONS:**

Errors in work lead to significant costs and problems, and may have minor impact on the short-term performance of the City. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position strongly requests personnel actions such as hirings, terminations, and pay changes.

#### **Indirect Supervision:**

Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Assistant Director-Controller's Office (Executive Level)

*Effective: October 1990  
Revised: November 1991*